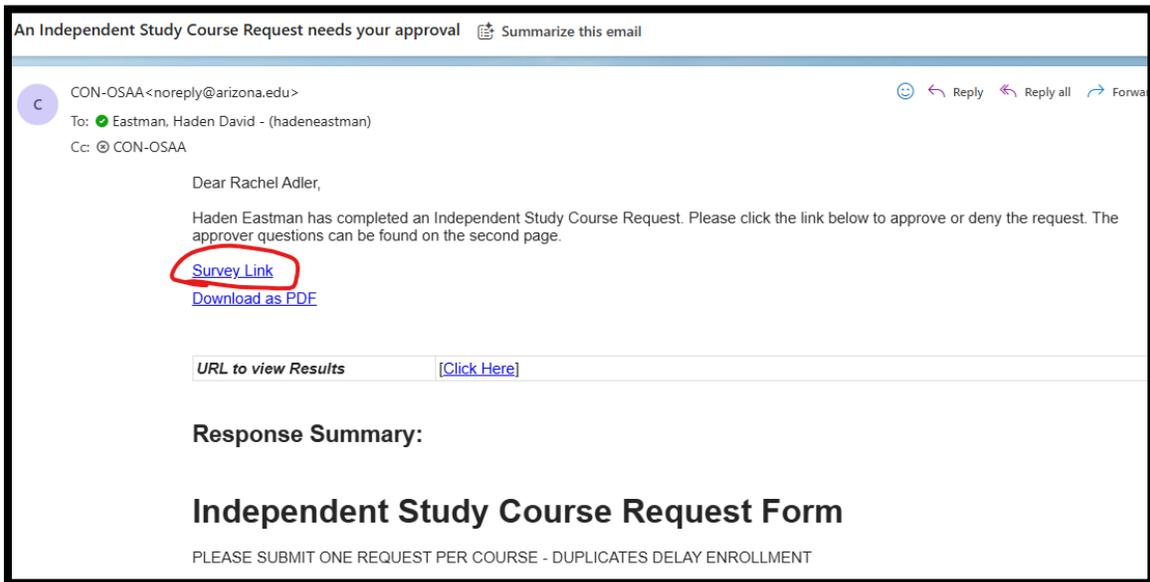
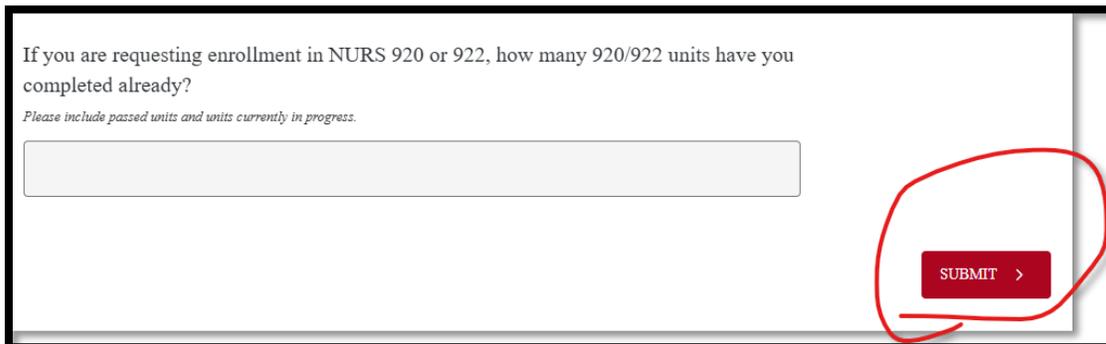


# Qualtrics Form Approval Instructions

1. Students will first fill out the form requesting approval for an item depending on the specific survey. An email will be sent to the faculty member they select to approve the request.
2. Once you (the faculty approver) receive the email, click the “Survey Link” link as shown in the screenshot.



3. Read through the student responses. They will be filled in on the survey, and **do not modify** them. Then, scroll to the very bottom of the survey and click "SUBMIT".



4. Fill out the final page of the survey and click the red button at the bottom (should say “Next Page” or “SUBMIT”. Congratulations, you are done!

 THE UNIVERSITY OF ARIZONA  
College of Nursing

To be filled out by approver:

Do you approve this course request?

Approved

Denied

If it is not approved, please explain why:

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